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April 25, 2005

TO: Authorized Representatives of IDEA, Part B Projects

FROM: Pat Reichert, Data Manager
           Division of Special Education

RE: **Special Education Exiting Data Reporting**

> **Part B Authorized Representatives are responsible for ensuring that exiting data for those districts in their cooperative or consortium have been submitted to the OPI by the <u>DUE DATE of June 30, 2005</u>.**

This data collection is the reporting of students with disabilities who were receiving special education and related services during the reporting period (July 1, 2004, through June 30, 2005) and who exited the special education program during the reporting period in one way or another.

The instruction manual can be found on the Web. Prefilled reports (listing student data reported on the December 1, 2004, Child Count) for each school in each district can be accessed from the Special Education Data Collection application (User Name and Password required) which will open on Thursday, April 28, 2005, and close on Friday, July 1, 2005.

If you are a school district or a special education cooperative that does not have access to the Internet, please call me at 406-444-4430 for alternate instructions.

In addition to the instruction manual, there is a new resource available with instructions for using the electronic application. The new resource is an on-demand video that gives you a visual trip through the application. The video requires that you have Quicktime software installed on your computer (the software can be downloaded for free from the OPI Web page - bottom of the page).

Instructions for accessing the manual, on-demand video and prefilled report forms are on the back of this memo. Use the *Table of Contents* in the manual or on the video as a quick reference to locate specific areas of interest. Please read through pages 1 and 2 of the manual - What's New This Year and Key Points to Keep in Mind.

If you have questions or problems concerning this data collection process, please call me at 406-444-4430 or e-mail me at <u>preichert@mt.gov</u>.

"It is our mission to advocate, communicate, educate and be accountable to those we serve."

Instruction Manual and On-demand Video (can be accessed at any time--User Name and Password NOT required)

Go to the OPI Web page at http://www.opi.state.mt.us/. Click on the IRIS tab at the top of the page.
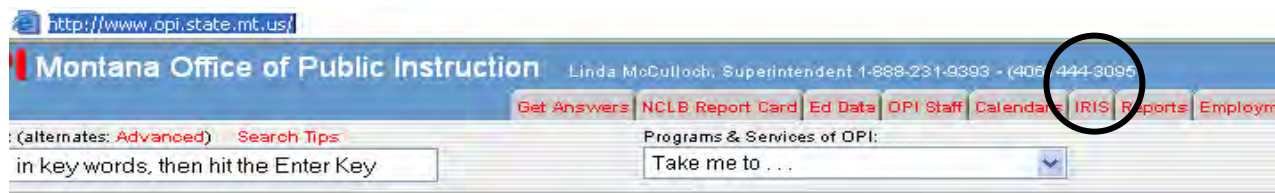
At the next screen, click on the **Instructions** button.

Scroll down to **Special Education Data Collection**. Open either Exiting Data Instruction Manual (manual) or Video On Demand Step-By-Step Guide (training video). (See instructions at the bottom of the Web page if you have problems or call Pat Reichert at 406-444-4430.)

Prefilled Report Forms (application opens Thursday, April 28, 2005; these forms cannot be printed out until Thursday or later)

Go to the OPI Web page and click on **IRIS** tab at the top of the page (same as above). At the next screen (CITRIX Login screen pictured above), enter your **User Name** and **Password** (remember that User Names and Passwords change every two months and will be changing again the first of May).   At the applications screen, select **Special Education Data Collection**.

At the "Tip of the Day" screen, click **Continue**.

At the "Main Menu" screen, click the **Reports** Button.

Double click on the first menu item, **Worksheet-Students from Child Count with no Exiting Codes**. This will bring up prefilled reports for all schools in a district if the user is logged in as a district, or all schools in member districts if the user is logged in as a cooperative. If the user is logged in as a school, the report will bring up the prefilled list for that school. (See more detailed instructions in the manual starting on page 15.)